# TIME CONTROL (TC)

1) **PERMIT ONLY AUTHORIZED PERSONNEL ON THE STAGE.** Workers (with printed vehicle pass for that stage or the adjoining stage) are allowed to drive on a stage while it is not active. After lead/"0" car starts the stage, nobody is permitted to drive on the stage without approval from the stage captain or one of the organizers via the radio net. **Make sure the road is physically blocked.** Only people wearing a Press Tabard are allowed to walk on a stage. **Spectators and VIPs are not allowed to walk up the course.**

2) **TIME THE CARS WHEN - THE SCORE CARD HITS YOUR HAND.** When a car pulls up tell them what minute you have (such as "23"). If they want that minute they will hand you the card. If they want a later minute they must wait for that minute before handing you their card (note on log that car entered early). If they want an earlier time (such as "22") they are out of luck, the current time ("23") is the best you can do. Write down the hour and minute (drop the seconds) on the card and on your log.

Turn to the next time card. And then . . .

3) **ASSIGN IDEAL START TIME APPROPRIATELY.** Fill out a **new score card** (for your stage) with their **car number** and **ideal start time** entered on it. Hand all the cards (the old one for the last stage and the new one for this stage) back to the competitor **at the same time** so they don't drive off early. If the rally is on time the first car should be assigned an ideal start time according to the schedule (**absolutely not earlier**). Generally the idea is that the first car gets two to five minutes between TC clock in time and stage start time (in other words between TC & Start).

For HDT, cars will be started with a 2 minute gap **between rally cars** to begin with.  The organizers will let you know if that needs to be reduced to a 1 minute gap between cars.

Assign the appropriate gap as long as you can give the arriving cars *at least* 2 minutes between TC & Start. When you get to the point where you would assign only 1 minute between TC & Start, you must instead maintain a minimum of 2 minutes between TC & Start. For the rest of the stage you will continue giving each car at least 3 minutes between TC & Start.

4) **CRO**. There should be a Competitor Relations Officer (CRO) assigned to your TC. He will tend to operate in the waiting area prior to the yellow clock sign. The CRO will be looking for problems before the cars clock in. He may identify cars that have caught or passed the car in front of them on the previous stage. In these cases the CRO is authorized to either give a larger gap or swap locations of the two cars involved.

5) **CONTROL CLOSING.** Give your log to the control closing car when he comes past your location. Us the envelope provided to hold the logs from both the TC and the Start.

6) **DELAYS AND PROBLEMS.** If there is a delay starting your stage and competitors cannot drive to the TC, walk down to the next car and allow him to clock in on the minute he wants (by handing you his card). Record the in time and return the bottom sheet to the competitor as normal. But don't issue a the new card with an ideal start time. When the stage gets going assign start times and hand out new cards either at the TC table or in the vicinity of the start. Alternatively, competitors may also "walk in" their time cards, this is OK if they cannot enter the control zone in their car due to a line-up of rally cars.

If two competitors have the same TC arrival time and wish to swap places this is OK.

7) **RALLY OFFICIALS ARE ALWAYS AVAILABLE via the RADIO NET.** Any problems should be reported immediately to the Chief of Controls or the Clerk of the Course.

# STAGE START

1) **PERMIT ONLY AUTHORIZED PERSONNEL ON THE STAGE.** Workers (with printed vehicle pass for that stage or the adjoining stage) are allowed to drive on a stage while it is not active. After lead/"0" car starts the stage, nobody is permitted to drive on the stage without approval from the stage captain or one of the organizers via the radio net. **Make sure the road is physically blocked.** Only people wearing a Press Tabard are allowed to walk on a stage. **Spectators and VIPs are not allowed to walk up the course.**

2) **SET UP DIRECT COMMUNICATION WITH START RADIO.** Ensure that if Start Radio gets the word to stop the stage, you will get the message and be able to comply immediately by getting the attention of the team preparing to start, and hold them.

3) **INSURE COMPETITOR SAFETY.** Check competitors for helmets and harnesses.

4) **START and LOG THE CARS.** Take the competitor's score card and enter the time you intend to start them in the actual start time box and on your log. Make sure there is at least the desired gap between cars. For the first stage, cars will be started with a 2 minute gap between rally cars. The organizers will let you know if that needs to be reduced to a 1 minute gap between cars.

Large Display Clock (primary method):
Make sure they can see the start clock. When you get to less than 60 seconds return their time card to them. When you get to 30 seconds before their start time, tell the team they have 30 seconds then stand back and let the cars start themselves using the Display Clock (don't use a green flag). Observe the time they actually start. If a team should start early, record the time on the log (how many seconds early).

Backup Method (If the Display Clock fails)
Tell the competitor that you will give him a hack at 30, 15, 10 and a count from 5. Put the start flag over the driver's side of the windshield and count down loud ending with 5, 4, 3, 2, 1, GO. The person doing the flagging should also be doing the counting. Stand as far back from the car as possible when flagging them off (safety reasons). If a competitor starts early note the amount early in the log.

**Make sure the minute on which you start a car matches both the card and the log.**

5) **DELAYS.** If the stage is stopped for some reason, hold the card of the competitor waiting to start and let the TC know so they can begin collecting score cards too. When you receive word to start the stage send the next car out at the first reasonable time. Then send the rest of the cars out at the desired spread.

In some cases a competitor may try to create a delay of his own (a so called "dust window") such as, "I can't seem to get my harness buckled!!" In this case hold him until he is safe to start. If his time has already passed allow him to start (but don't change the time on his card). If his time hasn't passed, start him in the normal manner.

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# STAGE FINISH

1) **PERMIT ONLY AUTHORIZED PERSONNEL ON THE STAGE.** Workers (with printed vehicle pass for that stage or the adjoining stage) are allowed to drive on a stage while it is not active. After lead/"0" car starts the stage, nobody is permitted to drive on the stage without approval from the stage captain or one of the organizers via the radio net. **Make sure the road is physically blocked.** Only people wearing a Press Tabard are allowed to walk on a stage. **Spectators and VIPs are not allowed to walk up the course.**

2) **TIME THE CARS AT THE FLYING FINISH.** Always get a time. Normally two clocks and two timing workers are desirable. If a rally clock breaks, use another timepiece (log what you did, we'll sort it out later), but **ALWAYS GET A TIME !** If you do have to use a different clock make sure you compare it to official time when you get a chance (after the stage is fine - but it's really smart to set your personal watch to rally time before you leave for your stage). Have the same people time all of the cars so consistency is maintained.

When the car pulls up write the finish time on the score card. Do the subtraction to get the elapsed time and write it on the card as well. Return the time cards to the competitors.

3) **BE PREPARED FOR MULTIPLE FINISHING CARS.** If there is a long gap with no cars be alert because you may get several at once (possibly because of an obstruction in the road). Decide before the stage starts how you plan to deal with this possibility.

4) **RECORD ELAPSED TIME ON WHITE BOARD.** The elapsed time (finish time minus start time) should be entered on the white board along with the car number (for the competitors to view).

5) **GIVE TIME CARD TO THE SCORING RELAY.** Give the top page of the score card to the Scoring Relay Operator, so that the score can be sent into scoring. We are trying to do this as close to real time as possible, so do it for each car.

6) **RALLY OFFICIALS ARE ALWAYS AVAILABLE via the RADIO NET.** Any problems should be reported immediately to the Chief of Controls or the Clerk of the Course.